



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Ironbound Community Corporation		
Job Location:	317 Elm Street Newark, NJ 07105		
Job Title:	Director- Advocacy and Organizing		
Reports to:	Hazel Applewhite	Title:	CEO

Hours: 40	FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Temporary	
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ORGANIZATION DESCRIPTION

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

The Environmental Justice and Community Development (EJCD) arm of ICC engages in organizing and advocacy at the local, municipal, state and national levels, addressing issues related to environment, climate, goods movement, housing and displacement, green space, infrastructure, community planning and development, community land trusts, urban agriculture and more.

ROLES AND RESPONSIBILITIES

Roles & Responsibilities include, but not limited to;

Strategic Leadership and Program Oversight

- Direct the planning, implementation, management, and evaluation of housing, environmental justice, neighborhood planning, and urban agriculture initiatives to ensure measurable progress toward organizational goals.
- Guide the ongoing evolution and implementation of Ironbound Community Corporation’s environmental justice work, ensuring alignment with organizational priorities and community needs.
- Sustain an organizational culture that fosters effective collaboration, equity, inclusivity, transparency, and trust through direct feedback and transparent practices.

- Develop and maintain respectful, authentic partnerships with key allies, philanthropic institutions, donors, and stakeholders.

Team Management and Development

- Recruit, hire, and supervise qualified staff for housing, environmental justice, neighborhood planning, and urban agriculture teams.
- Provide coaching, mentorship, and performance feedback to direct reports, fostering a transparent and inclusive culture.
- Promote staff development through training opportunities and personalized professional growth plans.
- Cultivate and lead a cohesive policy and advocacy team focused on climate, housing, and energy issues.
- Encourage teamwork, celebrate successes, and address challenges constructively to improve employee satisfaction and collaboration.

Policy Advocacy and Development

- Develop, oversee, and implement legislative and administrative advocacy strategies on climate, housing, and energy issues.
- Perform in-depth policy, legislative, and legal analyses to inform the organization's positions on key issues.
- Track and analyze relevant legislation and policy initiatives at federal, state, and local levels, ensuring organizational alignment and timely response.
- Proactively seek opportunities to advance equitable policies in legislative and regulatory arenas.
- Educate key stakeholders, including policymakers, administrative officials, and community members, on legal challenges and solutions related to climate, housing, and energy justice.
- Serve as a spokesperson, representing the agency's policy positions in coalitions, advocacy forums, and with media.
- Develop and maintain relationships with senior staff in Congress, state legislatures, and administrative bodies to influence policy making.

Outreach, Communication, and Public Engagement

- Lead the creation and dissemination of educational materials, including fact sheets, action alerts, op-eds, blogs, and social media content to foster public advocacy.
- Plan and execute public events such as briefings, workshops, and community forums to educate stakeholders and amplify advocacy efforts.
- Work with issue-based strategists to design and implement media strategies to advance awareness of climate, housing, and energy issues.
- Maintain clear communication and close coordination with the CEO and leadership team, contributing to organization mission and vision.

Community Engagement and Coalition Building

- Cultivate and maintain deep, trusting relationships with community members, partners, and coalitions to build strong support for climate, housing, and energy justice.

- Create opportunities for allies and partners to engage in advocacy, education, and strategy development.
- Foster community participation in advocacy initiatives to amplify grassroots voices and align efforts with local priorities.

Fundraising and Resource Development

- Lead fundraising efforts for environmental justice and community development initiatives.
- Develop and maintain collaborative relationships with major donors and philanthropic institutions to secure ongoing support.

Organizational Contributions

- Contribute to agency and department-wide advocacy and efficiency improvement strategies.
- Actively assist supervisees when needed to achieve critical milestones or meet pressing deadlines.
- Participate in strategy discussions regarding potential or pending litigation impacting advocacy efforts.
- Assist in cultivating diversity, equity, and inclusion within the organization and across broader environmental justice movements.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

Core Values

ICC is animated by a core group of values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person’s rights, customs and wishes. We are courteous and supportive in all of our interactions with clients and colleagues. Examples of this value in action are:

- Maintaining an open door policy - feeling empowered to bring forward ideas and concerns in a respectful manner; and a willingness to hear the ideas of your colleague, community member, or direct manager
- Recognizing the unique contributions of each team member
- Maintaining boundaries - not everything is appropriate to share with colleagues and not all communication is right for work

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve. Examples of this value in action are:

- Participate in a culture of teamwork
- Listening with an open mind and being attentive to what others are saying, how they’re doing, and their perspective
- Offering assistance and providing support when you can

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback. Examples of this value in action are:

- Encouraging feedback from community members to involve them in decision making
- Sharing learning and mistakes
- Speaking honestly and not withholding important information and details

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility. Examples of this value in action are:

- Receiving or giving constructive criticism in order to strive for excellence
- Showing a commitment to focusing on solutions
- Apply consistent practices to move community work in a positive direction

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened. Examples of this value in action are:

- Making restorations, not blame, the goal
- Continuously tracking progress to achieve results
- Leading by example and holding yourself accountable

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working-class backgrounds to apply.

Salary range/Hourly for this position is commensurate with experience. ICC offers a competitive compensation package including health benefits, generous time off policy, and 403(b) plan. Remote work option available for this position.

If interested, please send a resume and cover letter to pmathews@ironboundcc.org. Subject line include Director -Advocacy and Organizing